



16-19 Discretionary Bursary Fund

If you're aged 16-19 and experiencing hardship, we may be able to offer financial help with essential course-related costs through our Discretionary Learner Support Fund.

Please note that funds are limited, so financial support will be offered on a first-come, first-served basis. Each application will be assessed on individual financial need.

Support categories

We could help with:

- travel to College
- essential books, kit, and equipment
- specialist clothing/uniform
- interviews and open days
- essential trips and visits
- DBS certification
- UCAS fees.

Age eligibility

You must be:

- aged 16-18 on 31 August 2023
- 19+ (up to 24) with an Education Health Care Plan (EHCP)
- a 19+ continuer who started a 16-18 course before 31 August 2023 and turned 19 before the start of the final year of the same course due to start in September 2023/24.

Course eligibility:

Your course must be:

- funded directly by the ESA
- funded by the local authority
- otherwise publicly funded and leading to a qualification accredited by Ofqual (up to and including Level 3) or on the approved list of qualifications
- a further education course or traineeship
- part of the Prince's Trust programme.

Residency eligibility

To be eligible you must be:

- a British citizen who holds a United Kingdom of Great Britain and Northern Ireland passport

- an Irish citizen
- a European Union citizen or family member of EEA and Swiss workers (resident in the UK before 1 January 2021) with settled status
- a child of Turkish workers where the Turkish worker has been lawfully employed and resident in the UK before 1 January 2021
- a British Dependent Territory Citizen (now known as British Overseas Territory Citizen)
- in possession of a passport endorsed to show you have right of abode in the UK
- a certificate of naturalisation or registration as a British Citizen
- in possession of a Hong Kong British National (Overseas) (BN(O)) visa who has been given Home Office permission to reside in the UK.

Please refer to paragraph 38 to 40 of the funding guide for full listing:

[Advice: funding regulations for post-16 provision 2023 to 2024 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/funding-regulations-for-post-16-provision-2023-to-2024)

Household income eligibility

The 16-19 discretionary bursary is available to eligible students with a household income up to £35,000 and offers up to 75% towards the cost of course-related costs.

You will normally be assessed on the income of those you live with, students who live:

- with both parents/guardians or (step parent/guardian), will be assessed on the income of both adults combined
- with a lone parent/guardian, will be assessed on the income of that adult
- with somebody else, where that person claims child benefit in respect of the student, will be assessed on the income of that adult(s).

If you live by yourself, you may or may not be considered independent:

- if your living costs are being paid by a parent, then you are considered dependent on that parent and will be assessed as outlined above
- if you meet your living costs in full through work and/or benefits, then as long as nobody is claiming child benefit relating to you, you will be assessed as independent, and no other income will be considered.

If you live with somebody other than the situations outlined above, applications will be considered on a case-by-case basis.

If your annual household income is £35,000 or less you could receive 75% towards the cost of travel and essential items.

Household income evidence:

You would need to provide the following evidence:

- the last three (or less if claim has been made recently) full Universal Credit statements showing take-home pay and payment
- all pages of a tax credit award notice showing finalised income for 2022/23 and dependants

- P60/last three months or 12 weeks of pay slips
- welfare benefits letter showing current and active claim
- latest verified accounts of self-employment including latest submitted tax return, pension statement and details of income from all other sources such as shares, investments, savings or rental income

Documents provided must be for a named person at the same address.

You're not eligible if you're:

- 16-19 and classed as an overseas student
- 16-19 and enrolled on an HE qualification
- 16-19 and enrolled on an apprenticeship or T Level
- from a household with an annual income of over £35,000.

Apply now!

To make an application for financial support in 2023/24, you will need to complete an application on the online bursary portal called Pay My Student. This is cloud-based, so can be done on any device: PC, laptop, tablet, and mobile phone.

Access to Pay My Student is only available once you have made an application for a course or fully enrolled with the College.

To register and apply for student finance please visit <https://COPC.paymystudent.com/portal/>

Still need help?

Contact our friendly and knowledgeable finance support team.

Telephone: **023 9421 1980**

Email: bursary@copc.ac.uk